

# ANNUAL OPERATIONS REPORT WORKSHEET

## THIS REPORT COVERS THE PERIOD OF JAN. 1 - DEC. 31, 2009

COUNTY: \_\_\_\_\_  
 COURT(S): \_\_\_\_\_  
 COURT(S) I.D.: \_\_\_\_\_  
 PREPARED BY: \_\_\_\_\_  
 DATE PREPARED: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_  
 TELEPHONE: \_\_\_\_\_  
 JUDGE(S): \_\_\_\_\_  
 CPO: \_\_\_\_\_



### STATE COURT ADMINISTRATION

1. Is your probation department the only probation department in your county?

YES \_\_\_\_\_ NO \_\_\_\_\_

2. If the answer to question (1) is no, what other court(s) have probation departments?

\_\_\_\_\_

3. Does your department request and submit to the county council a budget separate from your court?

YES \_\_\_\_\_ NO \_\_\_\_\_

**NOTE:** If the answer to question (3) above is yes, your department or court must also file a Report on Court Expenditures and Budget with the Indiana Supreme Court indicating the appropriate probation expenditures. The report can be found at:

[www.in.gov/judiciary/admin/courtmgmt/forms](http://www.in.gov/judiciary/admin/courtmgmt/forms)

4. If your department is filing a separate report on Court Expenditures and Budget, please indicate here the total amount of operational expenses of your probation department last calendar year as you have reported them on that report, except for the salaries and benefits listed in question 6.

\$ \_\_\_\_\_

5. If your department does NOT file a separate Report on Court Expenditures and Budget, please indicate, to the best of your information, the total amount of operational expenses for your department during the previous calendar year, except the salaries and benefits reported in question 6.

\$ \_\_\_\_\_

6. Please list the following: (1) position or title of the Chief Probation Officer and position or titles of all other probation officers, clerical personnel, and other persons employed by the probation department; (2) yearly salary or wage spent on each position during the preceding calendar year regardless of whether funds come from appropriations or user fees; (3) the total number of employees being compensated at this yearly salary or wage; (4) salary in column 2 multiplied by the number of employees indicated in column 3; and (5) whether the position is full or part time.

**NOTE:** Please list the position or title in appropriate category, not the name of the employee.

(1)	(2)	(3)	(4)	(5)
Title/Position	Salary	Number of Employees	Total of Salaries/ Benefits	Full/Part Time (Y/N)

Chief Probation Officer:

\_\_\_\_\_ \$ \_\_\_\_\_

6. Cont.	(1) Title/Position	(2) Salary	(3) Number of Employees	(4) Total of Salaries/ Benefits	(5) Full/Part Time (Y/N)
Other Probation Officers:					
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
Clerical Personnel:					
				\$ -	
				\$ -	
				\$ -	
Other Personnel:					
				\$ -	
				\$ -	
				\$ -	
Fringe Benefits:					
Total of fringe benefits paid for salaried employees				\$ -	
<b>Total</b>				\$ -	

**7. What office(s) in your county collects monetary restitution?**

Probation Dept. \_\_\_\_\_ Clerk's Office \_\_\_\_\_  
 Other (please specify) \_\_\_\_\_

**8. Regardless of where restitution was collected, what is the total amount that was collected for your department during the 2009 calendar year?**

\$ \_\_\_\_\_

**9. What is the total number of felons, misdemeanants and juveniles under probation supervision with your department?**

Each department should conduct an actual count of persons (**not cases**) on probation supervision on December 31, 2009. (This total should match the supervisions pending at the end of the fourth quarter for the felony, misdemeanor and juvenile reports.)

On December 31, 2009 how many felons, misdemeanants and juveniles were under probation supervision in your probation department?

Felons \_\_\_\_\_ Misdemeanants \_\_\_\_\_ Juveniles \_\_\_\_\_

The probation expenditures reflected on this report should be consistent with the probation expenditures reflected on the court's Report on Court Expenditures and Budget. **Before submitting your report, please verify the figures reported on this form with the figures reported on the court's Report on Court Expenditures and Budget.**

**Copies of this worksheet are also available on-line at:**

[www.in.gov/judiciary/admin/courtmgmt/forms](http://www.in.gov/judiciary/admin/courtmgmt/forms)

**To obtain your password, please contact the JTAC Helpdesk at 1-888-275-5822**